



Coordinate Activities With Staffs



Terminal Learning Objective

Action: Identify the tactical staff duties and responsibilities of coordinating, special, and personal staff officers from battalion through division level.

Conditions: Given information on staff duties and responsibilities, from both readings and instruction in a classroom environment and given a closed book test on the staff duties and responsibilities.

Standard: Correctly identified the staff duties and responsibilities, with an 80 percent accuracy rate, in accordance with FM 101-5.



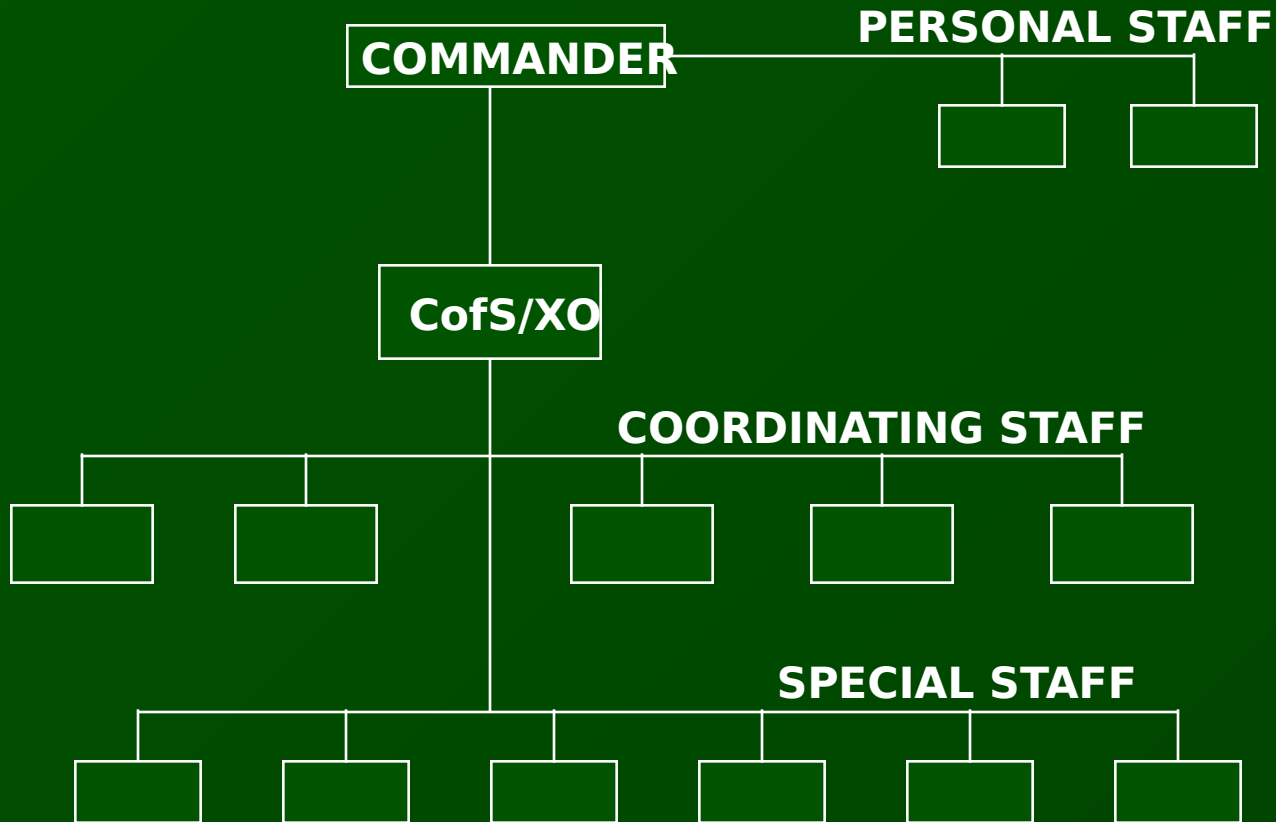
Role of the Staff



Basic Staff Structure Model



Basic Staff Structure Model





Duties of the Chief of Staff

- Directs staff tasks
- Conducts staff coordination
- Ensures efficient and prompt staff response
- Oversees coordinating and special staff officers
- Authority for executive management of coordinating and special staff officers



Coordinating Staff's General Duties and Responsibilities

- Coordinate and supervise the execution of plans, operations, and activities
- Authority is limited to advising, planning, and coordinating actions
- Coordinate with and integrate special staff officers into operations
- Provide timely and accurate recommendations to the commander
- Request and receive information and recommendations from special staff officers



The Special Staff

- Duties vary at each level of command
- Organized according to functional areas
- May be a unit commander
- Usually have areas of common interest and habitual association with a coordinating staff section



The Personal Staff

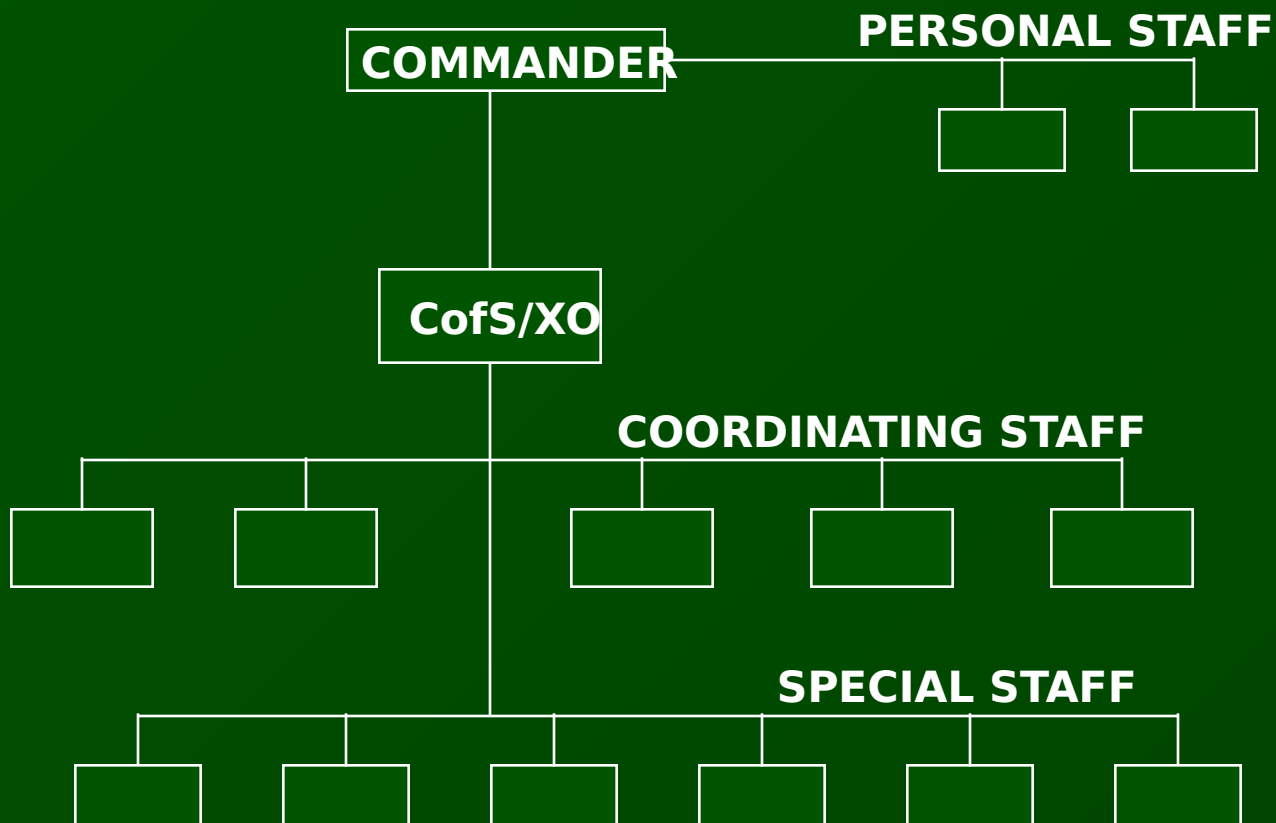
- Work under the commander's immediate control
- May also serve as special staff officers as they coordinate actions and issues



Staff Models

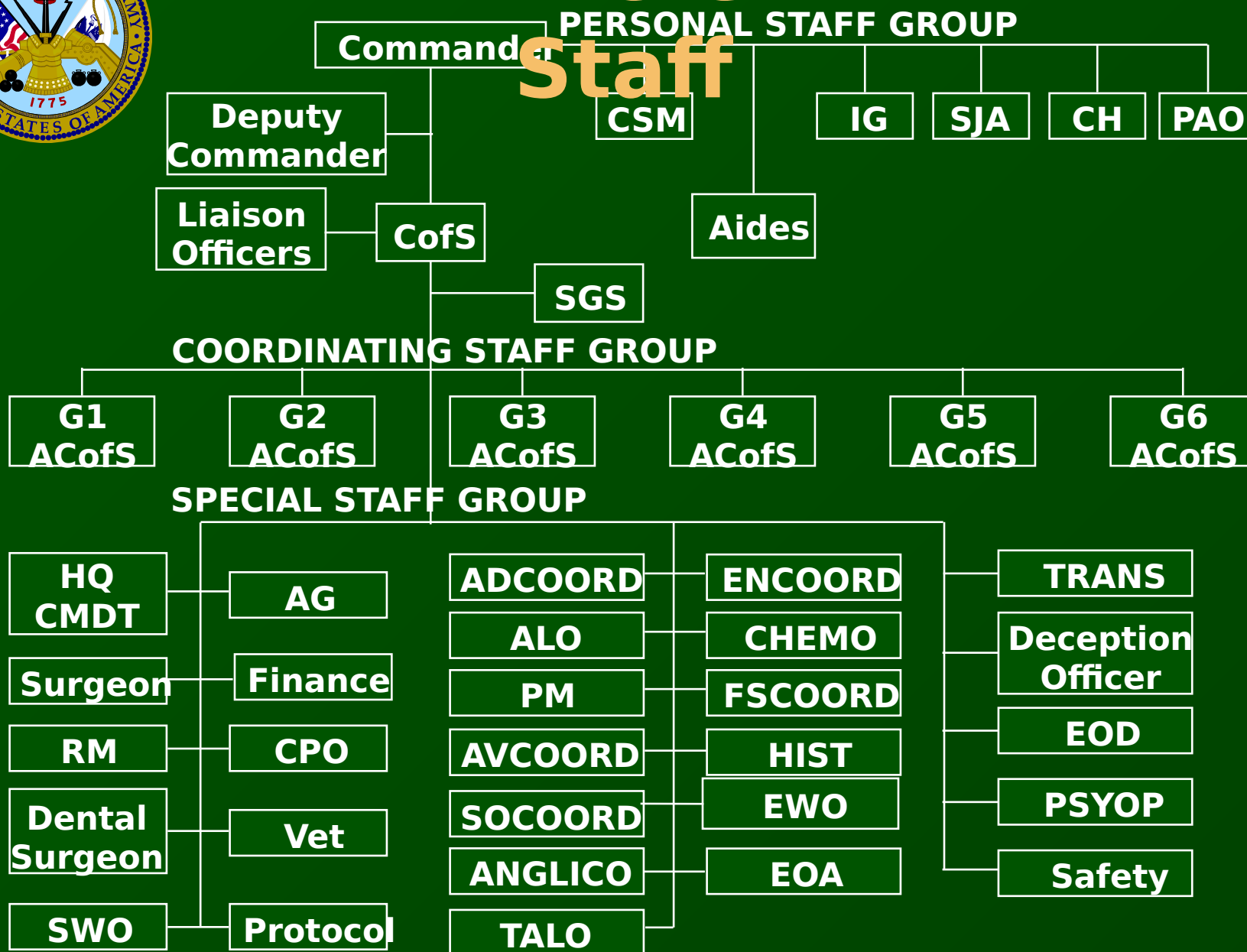


Basic Staff Structure Model





The G Staff





The S Staff





Common Responsibilities and Duties of Staff Officers

- Advising and providing information to the commander
- Preparing, updating, and maintaining estimates
- Making recommendations
- Preparing plans and orders
- Monitoring execution of decisions
- Processing, analyzing, and disseminating information
- Identifying and analyzing problems
- Conducting staff coordination
- Conducting training
- Performing staff assistance visits
- Performing risk management
- Conducting staff writing
- Performing staff administrative procedures
- Supervising staff section and staff personnel



The Coordinating Sta



Responsibilities and Duties of the A C of S G1 (S1) Personnel

- Manning
- Health and personnel service support
- Headquarters management
- Staff planning and supervision
- Coordination of staff responsibility for special staff officers.
- Coordination of staff responsibility for personal staff officers.



Responsibilities and Duties of the A C of S G2 (S2) Intelligence

- Military intelligence
- Counterintelligence
- Security operations
- Staff planning and supervision over the special security office
- Intelligence training
- Coordination of staff responsibility for the staff weather officer



Responsibilities and Duties of the A C of S G3 (S3) Operations

- Training
- Operations and plans
- Force development and modernization
- Staff planning and supervision
- Coordination of staff responsibility for special staff officers



Responsibilities and Duties of the A C of S G4 (S4) Logistics

- Logistics operations and plans (general)
- Supply
- Maintenance
- Transportation
- Services
- Staff planning and supervision
- Coordination of staff responsibility for transportation officer



Responsibilities and Duties of the A C of S G5 (S5) Civil- Military Operations

- Civil-military operations (CMO)
- Staff planning and supervision



Responsibilities and Duties of the A C of S G6 (S6) Signal

- Signal operations
- Automation management
- Information security
- Staff planning and supervision



Special Staff Officers

G1

AG
CPO
Dental Surgeon
Finance
Surgeon

NOTE:

Chaplain
IG
PAO
SJA

G2

SWO

CofS

Hqs Cmdt
SGS
RM

G4

Trans Off

G5

G6

G3

ADCOORD
ALO
ANGLICO Cmdr
AVCOORD
CHEMO
Deception Off
EWO
ENCOORD
EOD
FSCoord
LNO
PM
PSYOP Off
Safety Off
TALO

NOTE: The Chaplain, IG, PAO, and SJA are personal staff officers who coordinate (if necessary) through the G1 (S1) when performing special staff functions.



Responsibilities and Duties of the Special Staff Under the Chief of Staff

- Headquarters Commandant
- Secretary of the General Staff (SGS)
- Resource Manager/Comptroller



Responsibilities and Duties of the Special Staff Under the G1 (S1)

- **Adjutant General (AG)**
- **Civilian Personnel Officer (CPO)**
- **Dental Surgeon**
- **Finance Officer**
- **Surgeon**



Responsibilities and Duties of the Special Staff Under the G2 (S2)

Staff Weather Officer (SWO)

- Air Force Officer
- SWO normally at Division & Corps level
- Specific Responsibilities



Responsibilities and Duties of the Special Staff Under the G3 (S3)

- **Air Defense Coordinator (ADCOORD)**
- **Air Liaison Officer (ALO)**
- **Air & Naval Gunfire Liaison Company (ANGLICO) Commander**
- **Aviation Coordinator (AVCOORD)**
- **Chemical Officer (CHEMO)**
- **Deception Officer**
- **Electronic Warfare Officer (EWO)**
- **Engineer Coordinator (ENCOORD)**
- **Explosive Ordnance Disposal (EOD) Officer**
- **Fire Support Coordinator (FSCCOORD)**
- **Liaison Officer (LNO)**
- **Provost Marshal (PM)**
- **Psychological Operations (PSYOP) Officer**
- **Safety Officer**
- **Theater Airlift Liaison Officer (TALO)**



Responsibilities and Duties of the Special Staff Under the G4 (S4)

Transportation Officer:

- Plans and Supervises
- Monitors movements
- Coordinates transportation



The Personal Staff

- Command Sergeant Major (CSM)
- Aide-de-Camp
- Chaplain
- Inspector General (IG)
- Public Affairs Officer (PAO)
- Staff Judge Advocate (SJA)



Summary

- Role of the Staff
- Basic Staff Structure
- (G)/(S) Staff Models
- Common Staff Tactical Responsibilities and Duties
- Specific Staff Tactical Responsibilities and Duties
 - Coordinating Staff
 - Special Staff
 - Personal Staff